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79-1146

18 SEP 1979

MEMORANDUM FOR: Executive Committee Members

FROM : James H. Taylor
Comptroller

SUBJECT : Executive Committee Staff

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1. The purpose of this memorandum is to bring you up to date on the status of the Executive Committee (EXCOM) Staff and the administrative procedures that have been set up for it in our office.

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2. In putting together the Staff, we considered its secretariat role and a more substantive role as well: identifying issues, proposing ways to attack them, seeing that staff work on Executive Committee topics gets done, and tracking implementation of Executive Committee decisions. Because of the diversity of the Executive Committee's interests, we have been shooting for a team of five professionals with the broadest possible combination of experience, perspectives, and attitudes. There are now four people on the Staff:

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a. heads the Staff. He is an SPS on rotation from the DDCI. Education in electrical engineering. Six years of industry experience in information systems development. Fifteen years' experience in the Agency (data processing R&D and management). Executive Committee Staff responsibilities include Executive Committee and staff administration, information handling, R&D, and management/administrative topics.

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b. a GS-15 on rotation from NFAC. Education in physics. Five years' experience in industry (aerospace technology). Thirteen years' experience in the Agency (physics R&D, weapons and strategic intelligence). Executive Committee Staff responsibilities include critical intelligence problems, technical collection, and Community topics.

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c. GS-14. Education in political science and psychology. Eleven years' Agency experience in NFAC (Far East, Western Hemisphere, and academic liaison) and the Executive Secretariat. Executive Committee Staff responsibilities include the Committee secretariat function and organizational, personnel, and resource management topics.

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d. [redacted] a GS-13 on rotation from the DDO. 25X1
 Education in history. Eighteen years with the Agency as a secretary, career trainee, DDO reports officer, and operations officer (Near East and USSR). Executive Committee Staff responsibilities include topics concerned with foreign liaison and customer relationships, intelligence data flow, critical intelligence problems, and personnel management. 25X1
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As the Executive Committee gets into high gear, we will look for another person to round out the Staff. [redacted] 25X1

3. The DCI has a strong desire to get fresh perspectives and viewpoints on Agency management topics, so we have been asked to bring [redacted] on the Staff for one year. He is one of 25 participants from the private sector in the President's Executive Interchange Program. He has been with [redacted] since 1973 where he has compiled an outstanding record in planning, sales, and management. He has BS and MBA degrees in finance. [redacted] assignments will be determined after he completes a series of orientation briefings in October, though we are tentatively considering asking him to help develop a proposal for an overall strategic planning mechanism for the Agency. This relates to one of the Staff's fundamental roles, and [redacted] industrial experience is directly applicable. We would also like him to consult with others in Government on their approaches to planning. [redacted] 25X1
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4. The Executive Committee Staff has responsibilities that are quite different from traditional Comptroller functions, and we are handling it as a separate and distinct element. Security arrangements are a case in point. From its inception, the Committee Staff has had separate storage facilities and a separate registry. More important, special care is given in the handling of the sensitive material, particularly that related to the Priority Collection Programs (PCPs). Conversely, budget materials are provided to Committee Staff members only on a need-to-know basis. Logistics plans to provide us with better space accommodations shortly to permit separation of the Executive Committee Staff from the rest of the Office, and physical compartmentation of sensitive activities within the Staff. [redacted] attends general staff meetings of the Office, but I meet separately and regularly with the Committee Staff to discuss their activities. Comptroller positions on Committee issues are developed separately from those of the Committee Staff. Finally, the Staff deals directly with Committee members (including the DDCI) on Committee topics whenever possible. [redacted] 25X1
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5. We plan to suggest to the DDCI that we take a look at how well the Executive Committee is functioning at about the six months' point--in early December. We should include in that meeting an assessment of the staff functions and the arrangements described here. Your views, of course, will be an important input to that review. [redacted] 25X1
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James H. Taylor

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TRANSMITTAL SLIP		DATE
TO: Director of Logistics		
ROOM NO.	BUILDING	
2G20B	Building	
REMARKS:		
FROM: DDA REGISTRY		
ROOM NO.	BUILDING	EXTENSION
7-D-18	Hqs.	

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1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

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